

Experiences in Working on the COP

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What to Expect

- Time lines are 'tight'
 - Submission by August 24,2006: 4 weeks!
- First time working on the COP is the 'toughest'
 - New experience, reporting requirements, targets
- COP entry is less demanding process compared to APS/RFA preparation
- Timely COP submission \neq Timely funds disbursement
 - COP submission Aug 06; receipt of funds May-Sep 07
 - Semi-annual report (due end of Q2:Jan-Mar) may be submitted before funds are received
- You will get better (and faster) with time!



The COP07 Process (1)

- Prime Partner Information
- Sub-Partner Information
 - Name
 - Program Area (14)
 - Amount of funding
 - Type of organization
- Site Data
- Activity Narrative
 - Integrated Activity Flag
 - Summary
 - Background
 - Activities and Expected Results



The COP07 Process (2)

- Emphasis Areas
- Coverage Area
- Issues of legislative Interest
- Target Populations
- Other Partnerships
- Targets
 - Explanation of direct Targets



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Strategies to Consider?

- Establish which of the 14 are your program areas (ref: APS & Activity Manager)
- Divide and Conquer
 - Establish your 'COP Team' within your organization
- Determine what the 3-5 main activities that you will work on in each program area
 - This will provide direction to your 'COP Team'
- Delayed gratification
 - Start with the most difficult aspect of the COP and end with the less difficult (easier) sections



Where to Start ? (1)

- Targets (1)
 - Explanation of direct Targets
- Activity Narrative (2)
 - Integrated Activity Flag
 - Summary
 - Background
 - Activities and Expected Results
- Site Data (3)
- Emphasis Areas (3)
- Issues of legislative Interest (3)
- Target Populations (3)



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Where to Start? (2)

- Prime Partner Information (4)
- Sub-Partner Information (4)
 - Name
 - Program Area (14)
 - Amount of funding
 - Type of organization
- Coverage Area (4)
- Other Partnerships (4)



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#1: Target Setting (1)

- Most Challenging part of the COP
- Work with Activity Manager
- Take into consideration:
 - Delayed receipt of funds
 - First Yr of implementation host of challenges e.g. start-up, hiring of program personnel, buy-in at local level
 - Is your program area e.g. pMTCT, C&T, OVCs etc., new to the service outlets you will be working on?



#1: Target Setting (2)

Example: ARV services

- Overall Plan: 2 Service Outlets total of 1,075 on ARVs
- Service outlets are not currently providing ARVs

Ideal scenario:

Mth	O	N	D	J	F	M	A	M	J	J	A	S
New	50	50	75	80	80	80	100	100	100	120	120	120
Cum	50	100	175	255	335	415	515	615	715	835	955	1075

Realistic scenario:

Mth	O	N	D	J	F	M	A	M	J	J	A	S
New	0	0	0	20	30	30	40	40	100	120	120	120
Cum	0	0	0	20	50	80	120	160	260	380	500	620

½ way: landmark

\$\$ received



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#2 Activity Narrative

- Integrated Activity Flag (ref other program areas)
- Summary (same info)
- Background (same info)
- Activities and Expected Results
 - Example: ARV Services
 - Specific activities:
 - (1) Recruit and train nurses & doctors to provide comprehensive HIV services
 - (2) Develop and implement a computerized HIV information system
 - Sustainability (same info)



Suggested Timelines

Week/Dates	Activity
1: July 31 – Aug 4	<ul style="list-style-type: none"> •Establish 'COP Team' •Review funded Program areas •Determine Targets and main activities •Clarification with Activity Manager & SI advisor
2: Aug 7 – 11	<ul style="list-style-type: none"> •'COP Team' work on activity areas, •Complete and enter prime partner, sub-partner, coverage area
3: Aug 14 – 18	<ul style="list-style-type: none"> •Review 'COP Team' submissions, collapse and enter info •Finish entry of other info, check/verification
4: Aug 21 - 24	<ul style="list-style-type: none"> •One last look: verify and submit

